



## Job Announcement

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<b>Opening Date:</b>	04/11/14	<b>Closing Date:</b>	Open Until Filled
<b>Job Title:</b>	Security Administrator	<b>Position Type:</b>	Full-time
<b>PIN:</b>	051629	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Judicial Information Systems, Annapolis, MD	<b>Grade/ Entry Salary:</b>	T9 \$49,500 - \$59,280
		<b>Financial Disclosure:</b>	Yes

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** Responsible for end user and functional/system account creations, modifications and deletions (network, database, mainframe, application, UNIX).

- Assists with creation of **security administration** policies, standards, guidelines, and procedures.
- Resource for **change management**.
- Participates in on-call rotation for off-hours support and assists where needed for security incidents and investigations.
- **Leads recertification** of user account privileges across all systems.
- Assists with **compliance monitoring** (Windows/ADUC, Database/UNIX, Firewall/Network).
- Participates in **disaster recovery** exercises.
- Provides 2<sup>nd</sup> tier level help desk support.
- Stays current on Information Security Technology, regulations, and industry best practices.
- Performs other duties as assigned.

**Education:** Completion of an accredited High School or GED.

**Experience:** Minimum of one year related work experience in the area of information security or other IS/IT discipline.

**Preferred:** Associates or Bachelor's Degree and/or specialized training or security certifications to include CISSP, SSCP, GIAC, Security+, etc. desired. Prior security administration work experience and experience with Active Directory, RACF, AIX, or Oracle security highly preferred.

**Note:** Formal Education and/or specialized certifications may be substituted for the required experience.

### Skills/Abilities:

- Knowledge of leading practices in the authorization and authentication of users to systems.
- Knowledge of role and rights provisioning and ability to follow established policies (e.g., separation of duties) and resolve rights-based issues/conflicts when performing these tasks.
- Knowledge of the underlying technical infrastructure and how it works in support of the organization.
- Ability to organize resources and establish priorities.
- Ability to work effectively under challenging situations and tight deadlines.
- Ability to effectively resolve conflict and competing deadlines
- Ability to analyze enterprise impact and overall goals of the Judiciary when carrying out job responsibilities.
- Ability to identify, engage and collaborate with the appropriate resources to effectively address customer service needs.
- Ability to communicate effectively and professionally to levels of personnel.
- Ability to collaborate with internal and external parties.
- Ability to understand and comply with JIS Information Security Policy, Standards and Procedures.
- Ability to always offer professional customer service.
- Ability to continue learning and stay current with information to share with the JIS department.
- Ability to perform all duties as assigned.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. The candidate selected for this position will be subject to a background check, and a complete application is due at the time of interview. Materials must be received at the address below. The Human Resources Department will not be responsible for applications/resumes sent to any other address. Bilingual applicants are encouraged to apply.**

**Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)**

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Applicants must be United States citizens or eligible to work in the United States.**